

	Division:	Human Resources (HR)
	Title:	Standard Operating Procedures
	Procedure:	Retirement Extended Short-Term Disability
	Original Effective Date:	5/17/05
	Revised Effective Date:	

Procedure:

- Guidelines, instructions and forms are available on pages 159-181, in the Retirement Employer Manual.

<https://www.treasurer.state.nc.us/NR/rdonlyres/E5A766DA-ACE8-491F-93CB-26A9CC46F469/0/TSERSfinaldraft03212006.pdf>
- Complete a Form DIP-4, "Application for Long-Term or Extended Short-Term Disability Benefits" approximately 90 days prior to the conclusion of the short-term disability period. A sample form DIP-4 is available on page 180-181 in the Retirement Employer Manual.
- Form DIP-4 should be completed by the employee or legal representative, signed, and notarized.
- HR should complete the employer certification section of the form.
- The following forms must be furnished with the Form DIP-4 or as soon as possible thereafter:
 - Form DIP-1, "Application for Short-Term Disability Benefits"
 - Form DIP-E1, "Employer Master Worksheet for Determining Eligibility for Short-Term Benefits"
 - Form 7A, "Medical Report"
 - Job Description
 - Ret-170, "Authorization Agreement for Direct Deposit"
 - Ret-HM, "State Comprehensive Major Medical Plan "Retired Group Enrollment/Change Application" (**NOTE:** This form should be filed only if the employee has at least five years of retirement membership service earned as a teacher or State employee.)
- Maintain copies for file and send originals with a cover letter to the Department of State Treasurer, Retirement Systems Division, 325 North Salisbury Street, Raleigh, North Carolina 27603-1385.